



"Our Mission-Your Future"

**KENTUCKY
DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTIONS TRAINING**

**2007
ANNUAL REPORT**

Mission Statement of the Division of Corrections Training

“The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for three diverse populations of correctional professionals within the Commonwealth of Kentucky. The DCT develops the majority of the new employee and continuing education curriculum for the Correctional Officers and staff of the thirteen adult Kentucky correctional institutions, the Probation and Parole Officers and staff of the nineteen Probation and Parole Districts and annual training for the elected Jailers and their staff within the one hundred twenty counties of Kentucky.”

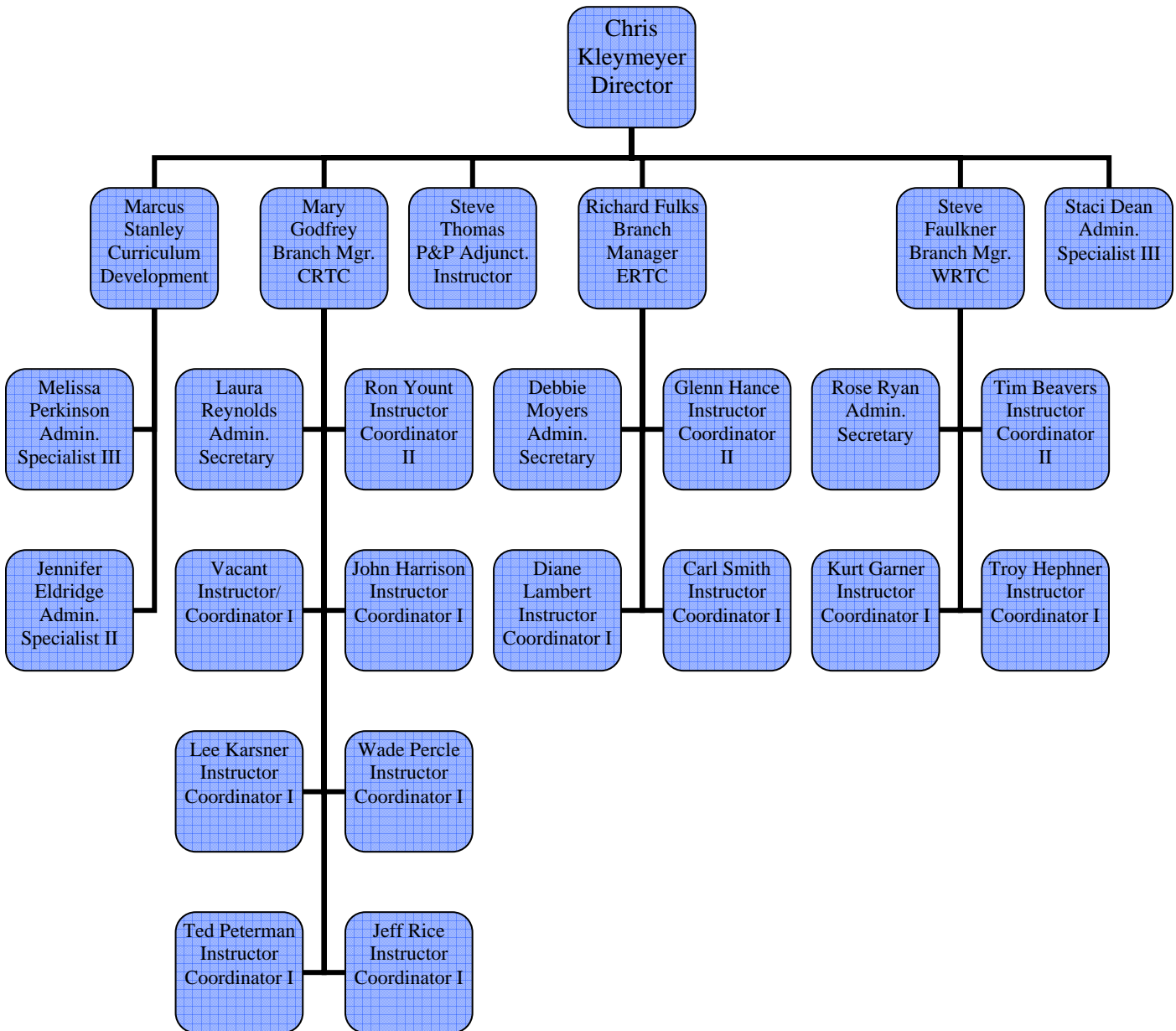
The **DCT Director**, Chris Kleymeyer, maintains one office in Frankfort, Kentucky which provides administrative supervision of all DCT operations. This office is staffed with one Administrative Assistant (Staci Dean). This location allows the DCT to have a presence in the Department of Corrections Central Office and locates the Director as equi-distant as possible between the three regional training centers (56 miles from the CRTTC, 112 miles from the ERTC and 221 miles from the WRTC).

Kentucky Department of Corrections
Division of Corrections Training
P.O. Box 3400
Frankfort, Kentucky 40602
502-564-7290



Christopher J. Kleymeyer
Director

The Division of Corrections Training Organizational Chart



The DCT Operates Three Regional Training Centers across the Commonwealth

The **Central Region Training Center (CRTC)** is located between the Kentucky State Reformatory (KSR) and the Roederer Correctional Complex (RCC) in LaGrange, Kentucky.

The CRTC consists of a 5,525 sq. ft. classroom complex constructed in 2004/2005 at a cost of \$217,300.00. During 2006, a construction project was initiated to expand the CRTC by adding a second building containing 9,600 sq. ft. of additional classroom, office and storage space. This project was completed during the Summer of 2007 at a cost of \$347,688.37. The CRTC is staffed by a Branch Manager (Mary Godfrey), a Senior Training Instructor (Ron Yount), six Training Instructors (Steve Faulkner, John Harrison, Lee Karsner, Wade Percle, Ted Peterman and Jeff Rice) and an Administrative Secretary (Laura Reynolds). The CRTC staff currently has, on average, over sixteen years experience within corrections. The CRTC provides staff instruction to six adult correctional institutions; Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Luckett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), Frankfort Career Development Center (FCDC) and Blackburn Correctional Complex (BCC); eleven Probation and Parole Districts (Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18 and 19); elected jailers and their staff within fifty-seven counties of the Commonwealth in a habitual daily support relationship.

The **Curriculum Program Office** is co-located within the CRTC. The Curriculum Program Office is responsible for management of the curriculum development process, the archiving of all departmental curriculums and the daily administration of the Department of Corrections Computer Based Training (CBT). The Curriculum Program Office is staffed with a Program Manager (Marcus Stanley) and two Administrative Specialists (Melissa Perkinson and Jennifer Eldridge).



Central Region Training Center
P.O. Box 69
LaGrange, Kentucky 40031
502-225-9755

<http://www.corrections.Kentucky.gov/deptdiv/central.html>

The **Eastern Region Training Center (ERTC)** is located in the S.T. Wright Training Building on the grounds of the Little Sandy Correctional Complex (LSCC) in Sandy Hook, Kentucky. The ERTC consists of a 6,710 sq. ft. classroom complex, armory, and a firing range constructed in 2004/2005 at a cost of \$637,868.72.

The ERTC is staffed by a Branch Manager (Richard Fulks), a Senior Training Instructor (Glenn Hance), two Training Instructors (Carl Smith and Diane Lambert) and an Administrative Secretary (Deborah Moyers). The ERTC staff has, on average, over 16 years experience within corrections.

The ERTC provides staff instruction to four adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC), Northpoint Training Center (NTC) and the Bell County Forestry Camp (BCFC); four Probation and Parole Districts (Districts 8, 10, 11 and 15); elected jailers and their staff in twenty-eight counties of the Commonwealth in a habitual daily support relationship.



Eastern Region Training Center
P.O. Box 87
Sandy Hook, Kentucky 41171
606-738-4628

<http://www.corrections.Kentucky.gov/deptdiv/eastern.html>

The **Western Region Training Center (WRTC)** is located in the Bill Cunningham Training Building on the grounds of the Western Kentucky Correctional Complex (WKCC) in Fredonia, Kentucky. The WRTC consists of a 5,463 sq. ft. classroom complex constructed in 2004/2005 at a cost of \$250,000.

The WRTC is staffed by a Branch Manager (Steve Faulkner), a Senior Training Instructor (Tim Beavers), two Training Instructors (Kurt Garner and Troy Hephner) and an Administrative Secretary (Rose Ryan). The WRTC staff has, on average, over 17 years experience within corrections.

The WRTC provides staff instruction to three adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); four Probation and Parole Districts (Districts 1, 2, 3 and 13); elected jailers and their staff in thirty-six counties of the Commonwealth in a habitual daily support relationship.



Western Region Training Center
P.O. Box 570
Eddyville, Kentucky 42038
270-388-0241

<http://www.corrections.Kentucky.gov/deptdiv/western.html>

Status of Training Regionalization Initiatives in 2007

During 2007, the Department continued to progress on an initiative to establish the three regional training centers on institutional grounds and conduct training on a regional basis. While implementing regionalization, the Department realized an initial annual savings of fixed costs in excess of \$288,429.16.

Prior to the regionalization initiative, all departmental training occurred at the 17,308 sq. ft. Louisville Corrections Training Center. During the last year of operation, the Louisville facility (312 Whittington Parkway) was billing the Department \$177,753.12 for annual rental, \$9,356.04 for utilities and \$4,320.00 for janitorial/maintenance services. The Department also incurred \$97,000.00 annually for dormitory space at the University of Louisville. Additionally, the Department was providing three meals daily at the Piccadilly Cafeteria, the University of Louisville cafeteria or the Pick Way Grocery Market for all students at a cost of \$5.00 for Breakfast, \$5.95 for lunch and \$7.75 for dinner. A typical trainee incurred \$375.00 in meal costs while attending the Correctional Officers Basic Course at the Louisville Corrections Training Center in addition to their mileage and overtime costs associated with their travel from their home to Louisville and return each week.

After implementation of regionalization, the Department was able to provide meals to the trainees within the correctional facilities, which are adjacent to the regional training centers, at a cost of \$0.826 per meal. Our current typical meal cost, per trainee, while attending the Correctional Officers Basic Course, is currently \$37.17, with a savings of \$337.83 in meal costs per trainee.

The University of Louisville demolished the dormitory utilized by the Department of Corrections to house trainees. This decision necessitated that all trainees attending training in Louisville, outside their assigned work county, needed overnight commercial accommodations. This increased the costs to train departmental personnel in Louisville significantly. After regionalization, the regional training centers worked extremely hard to locate vendors in their respective areas who would provide overnight housing for trainees at a fair price. The DCT currently, on average, pays less than \$25.00 a night per trainee in housing costs. In 2007, the DCT provided overnight housing for only 284 trainees of the 4,369 who attended training during 2007 (.065%).

Our efforts to regionalize training has resulted in the elimination of real property rental costs, the associated maintenance and janitorial costs for rental properties, reduced meal costs and significantly reduced the number of departmental employees who require overnight accommodations to attend training. Since January 2005, the DCT has constructed four buildings with a total of 27,298 square feet of space for training (an increase of 9,990 square feet more than the 17,308 square feet in the old Louisville facility) at a cost of \$1,452,857.09. These buildings were constructed primarily with inmate labor on institutional grounds. By January 2010, the savings realized by building our own training facilities instead of renting training facilities will have paid for the construction of the four new buildings.

2007 Correctional Officer Basic Academy



Curriculum Revision and Development During 2007

The DCT continued to strive to meet the training needs of the Commonwealth's correctional professionals. The DCT developed and presented additional training programs identified as being needed during the training needs assessment conducted with the departmental leadership, wardens, the quarterly Training Advisory Committee (TAC) meetings, the probation and parole district meetings and the Kentucky Jailers Association (KJA) Curriculum Committee meetings.

The curriculum revised and developed during 2007 is listed below under the responsible regional training center:

Central Region Training Center – New Curriculum and Revisions

Probation and Parole Officer Basic
 Probation and Parole Officer In service
 Computer Based Training (CBT)
 Duty Officer Training
 Firearms
 Deputy Jailer
 Cultural Diversity
 Controlled Force
 Jailer CERT
 CERT Basic
 SFA/CPR/AED



Eastern Region Training Center – New Curriculum and Revisions

Use of Force
 Inmate Manipulation and Staff Sexual Misconduct
 Hostage Situations
 Common Core Introduction
 Critical Incident
 Corrections Basics
 Controlled Force
 Manipulation
 Fire Safety
 Adult CPR-AED
 Controlled Force
 Officer In-Service Introduction and Registration
 The Role of a Supervisor
 Taking the Step Up to a Supervisor
 Supervisory Competencies
 Liability Issues
 The Dynamics of Communication
 Listening and Responding
 Written Communication
 K.E.A.P.
 True Colors
 Evaluation Training



Diversity
Coping With Stress
Counseling and Discipline
Assessing and Coaching
Team Building
Staff Sexual Misconduct with Inmates/PREA
Sexual Harassment
Evidence Preservation
Supervising Cell Entries
Investigative Interviewing
Investigation/Documentation Practical Exercise
Impromptu Exercise
Role of the On-Site Trainer
How Adults Learn
Needs Assessments/Training Objectives
Learning Strategies
Working with Lesson Plans
Using AV Equipment Effectively
Introduction to CBT
Use of Restraints
Body Searches
Surviving Hostage Situations
Report Writing
Transportation Review
Building/Area/Vehicle Searches



2007 CERT Basic

Western Region Training Center– New Curriculum and Revisions

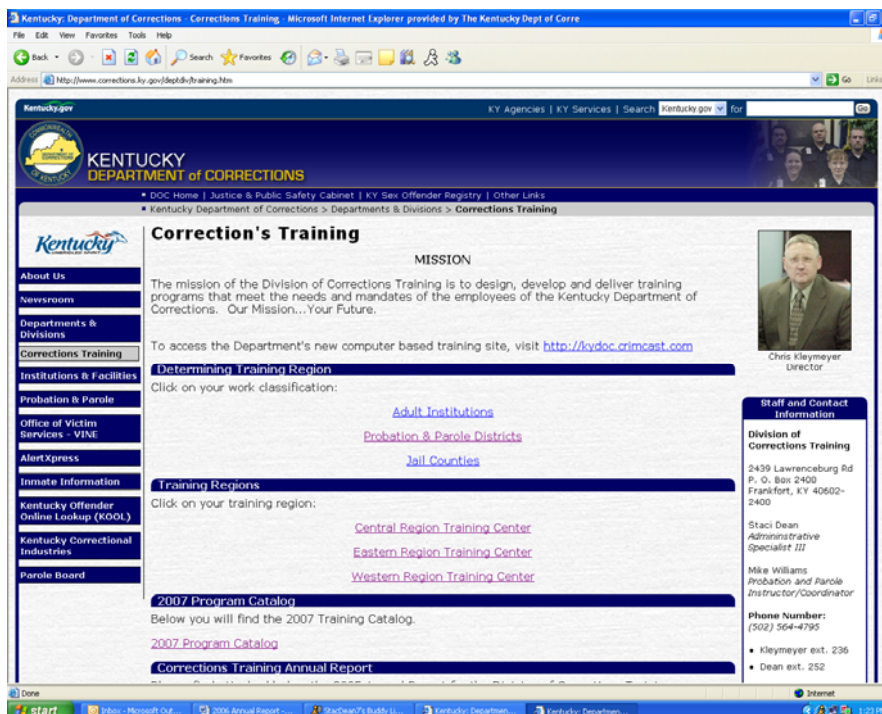
Use of Force COBC, revised
 Corrections Basics, revised
 Critical Incident
 Revised the Unarmed Self Defense Trainee Booklet
 Social and Cultural Lifestyles of Inmates
 Controlled Force COBC Academy, revised
 Self Defense for the Correctional Professional



Western Regional Training Center Firing Range

DCT Web Page

The DCT continued to improve and enhance the DCT web page by adding requested information needed within the correctional field, i.e. contact information for the DCT staff, annual training schedules, annual reports, specific course information, etc. This initiative provided information in an easily retrievable format that was continuously available for the Adult Institutions, Probation and Parole Districts and County Jails. The page contained information each would need to plan and schedule subordinate training, compile American Corrections Association inspection files as well as provide input to the DCT concerning their specific training needs.



New Initiatives for 2007

With the success of the Computer Based Training (CBT) within the correctional officer and the probation and parole officer programs of instruction during 2005 & 2006, the DCT was tasked to produce CBT training modules for the jailers and their deputies during 2007. The DCT produced an initial 21.5 hours of Deputy Jailer CBT modules during 2007.

An initiative to develop a Deputy Jailer Basic Course (DJBC) Program of Instruction for county correctional facilities was pursued during 2007. At the request of the county jailers, a DJBC was conducted at the Crittenden County Jail during January and at the Bourbon County Jail during August 2007. The two pilot DJBCs were well received by their participants.

Training Load

The Division of Corrections Training continues to support the three diverse populations of correctional professionals within the Commonwealth of Kentucky by providing both classroom and Computer Based Training (CBT).

The first chart below lists the three major Programs of Instruction (POI) the DCT conducts for corrections professionals within the Commonwealth; the Corrections Officer Basic Course (COBC), the Probation and Parole Officer Basic Course (P&POBC) and the Jailer and Deputy Jailer Annual Training.

	Correctional Officer Basic Course	Number Trained	P&P Officer Basic Course	Number Trained	Jailer & Deputy Jailer Course	Number Trained
2007	26	881	5	102	41	878
2006	24	740	4	105	38	891
2005	20	1,002	4	78	29	1,270
2004 Post- Reorganization to End of Year	19	858	2	16	34	1,335
2004 Pre- Reorganization to Mid Year	6	229	1	4	18	765
2003	9	543	4	62	36	1,464

Training Methodology for Correctional Officers



Currently, a new corrections officer will complete the COBC by attending his/her New Employee Orientation (NEO) training at the institution in which he/she was hired. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the phase I portion of the COBC. The phase I portion of COBC is equivalent to 40 hours of classroom training delivered by CBT within the institution's computer lab. After completing the NEO and phase I of COBC at the hiring institution, the trainee will complete phase II of the COBC at one of the three regional training centers. Upon completion of NEO, phase I of COBC and phase II of COBC, the new correctional officer returns to

his/her hiring institution for the remainder of their eight month probation period.

Probation and Parole Officers

Currently, a new probation and parole officer completes the Probation and Parole Officer Basic Course (P&POBC) by attending his/her New Employee Orientation at the Probation and Parole Office in which he/she were hired. The Assistant District Supervisor oversees the NEO and phase I of the P&POBC. The Phase I portion of the P&POBC is equivalent to 40 hours of classroom instruction delivered by CBT on the new probation and parole officer's assigned laptop computer. After completing the NEO and Phase I of the P&POBC, the new officer completes Phase II of the P&POBC at one of the regional training centers. Upon completion of the NEO, Phase I of the P&POBC and Phase II of the P&POBC, the new officer returns to his/her assigned probation and parole office for the remainder of their six month probation period.



Jail Officers

Currently, Kentucky Revised Statutes (KRS) 196.070 Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055 Regulation of Jails Adoption and Revision of Standards and KRS 441.115 Jail Staff Training Program and Jailer's Training Expense Allowance, require the Department of Corrections to provide a minimum of sixteen hours of training annually for the elected jailers and their staff at no cost to the jailers. The DCT develops a curriculum, annually in cooperation with a curriculum committee appointed by the Kentucky Jailers Association. The DCT provides the curriculum to county jails for delivery by members of the jailer's staff who have been trained by the DCT to act as adjunct instructors. DCT staff from the three regional training centers also conducts numerous iterations of the Annual Jailer's Training throughout the Commonwealth at locations requested by the Kentucky jailers.

The second chart below lists the programs of instruction on the left, the number of iterations conducted within the division, the number of trainees who attended the programs of instruction and the number of trainees who were provided overnight housing.

Regional Training Center Classroom Activity Monthly Report 2007 Summary

	Number of times Conducted	Number of Trainees	Number Housed if Applicable	Number of Hours of Instruction
Standard				
Correctional Officer Basic	26	881	130	2,323
Probation & Parole Officer Basic	5	102	61	400
Probation & Parole In-Service	21	463	56	320
New Deputy Jailer	2	23		16
Deputy Jailer	41	878		618
Specialized				
Basic Supervisors Course	9	141	13	336
CC/OI Program Review	3	28		12
Chemical Agent Instructor Recert.	1	22	9	40
Firearms Instructor Requalification	13	116		156
Institutional Firearms Program Review	1	5		1
Revolver/Shotgun Instructor Course	2	36		80
Rifle Instructor Course	2	17		80
Semi-Auto Transition Training	8	71		272
Train the Trainer	5	32	9	192
Request				
Adjustment Committee Training	2	67		8
Basic CERT	1	66		40
Basic Computers	2	14		16
Basic Excel	3	32		24
Bloodborne Pathogens	1	16		3
Classification Training	1	54		
Controlled Force Instructor	2	17		34
CPR/AED/SFA	1	6		6.5
Crimcast	1	13		4
DCT Staff Retreat	1	18	6	12

	Number of Times Conducted	Number of Trainees	Number Housed if Applicable	Number of Hours of Instruction
Evaluation Training	2	4		12
Jail E-Squad	1	22		40
KCI Training	3	51		24
KOMS	11	296		92
KOMS - 100 Overview	1	26		4
KOMS - 102 Executive Overview	1	18		4
KOMS - 301 Security/Transfer	1	29		8
KOMS - 303 Classification	1	34		16
KOMS - Overview for Jailers	2	63		8
Management 2007	2	88		16
Mental Health Training	1	85		6
NARK Master TTT	5	123		26
NIC TTT	1	20		16
OC Spray Training	3	20		16
Office Ergonomics	1	13		2
PREA for Jailers	2	65		2
Safety Training	3	128		
SFA w/CPR & AED Challenge	2	4		2
SLATT (Prison Radicalization)	1	120		6
Standard First Aid TTT	2	15		75
Training Electives	3	27		33
Totals:	203	4,369	284	5,401.5



The third chart lists the district, the institution or the facility that a category of trainees were assigned, the regional training center the trainee received instruction and the total number of trainees who participated in training from an institution, district or facility.

***Regional Training Center Classroom
Activity Monthly Report
2007 Summary***

Number of Students Trained by Area

Institution/District/Facility	# Trained CRTC	# Trained ERTC	# Trained WRTC	TOTAL
BCC	53	9	3	65
BCFC	17	13		30
EKCC	16	143		159
FCDC	39	1		40
GRCC	17		126	143
KCIW	151	2		153
KSP	21		370	391
KSR	332			332
LSCC	29	137		166
LLCC	165	1		166
NTC	82	12	1	95
RCC	169			169
WKCC	12		258	270
P&P D-1	11		28	39
P&P D-2	7		30	37
P&P D-3	21		20	41
P&P D-4	27			27
P&P D-5	36			36
P&P D-6	33			33
P&P D-7	56			56
P&P D-8	9	24		33
P&P D-9	39			39
P&P D-10	9	33		42
P&P D-11	9	32		41
P&P D-12	30			30
P&P D-13	6		42	48
P&P D-14	26			26
P&P D-15	7	23		30
P&P D-16	21			21
P&P D-17	31		1	32
P&P D-18	27			27
P&P D-19	32			32
P&P Western Region			24	24

Institution/District/Facility	# Trained CRTC	# Trained ERTC	# Trained WRTC	TOTAL
Central Office	41	5	7	53
Jails	509	99	536	1,144
KCI	1		1	2
Misc.	153			153
Private Institutions	16	27	2	45
DCT	4			4
ERTC	7	3		10
CRTC	34			34
WRTC	4	1	46	51
TOTAL	2,309	565	1,495	4,369

The fourth chart lists the status of the Department of Corrections' progress in the development of the CBT training system from its inception in 2005 through January 2007.

CRIMCAST COMPILATION REPORT	2005	2006 (June)	2007 (Jan)	2007 (July)
Number of Offline Courses	84	1,526	1,883	2,280
Number of Online Courses	9	35	66	100
Number of Students (Active and Inactive)	3,721	8,343	8,811	10,148
Total Number of Active Users	n/a	7,267	7,447	8,049
Total Number of Active Students Enrolled in Offline Courses	n/a	data n/a	6,989	7,023
Total Number of Active Students Enrolled in Online Courses	n/a	4,704	4,801	5,120
Active Online Users Who Have Logged In	n/a	3,335	3,844	4,289
Total Number of Online Training Records	n/a	45,990	52,478	101,473
Total Number of Offline Training Records	n/a	37,461	43,396	49,771
Total Number of Training Records	n/a	83,451	95,874	151,244
Total Number of Admin. Accounts	5	95	101	231

The fifth chart lists the status of the current CBT modules the DCT offers.

2007 Computer Based Training			
Module #	Subject	Hours	Completions
14a	Appearance and Dress for Non-Uniformed Staff	1	225
5; 85	Code of Ethics	2	1,585
9	Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	2.5	872
9a	Corrections Policy and Procedure and ACA Standards	1.5	138
44; 82	Court Room Testimony	1	210
20; 79	DOC Chain of Command	0.5	1,022
14	Dress Code for Uniformed Staff & Non-Uniformed	1.5	885
35; 81	Drug Awareness	1	447
24	Dynamics of Domestic Violence & Sexual Assault/Legal Issues	2.5	347
7	Employee Sexual Misconduct w/Offenders & PREA	2	1,056
12	Inmate Security and Classification	2	858
16; 76	Interpersonal Relations/Counseling Techniques	2	876
43	Introduction to Case Management	2	144
3a; 70	Introduction to Computer Based Training	1	618
19	Kentucky Correctional Industries	0.5	912
103	Substance Abuse	1	457
8; 74	Medical Health Issues Vol. I	1	1,340
8a; 74a	Medical Health Issues Vol. II	1	1,239
8b; 74b	Medical Health Issues Vol. III	1	1,232
57	Medical Procedures Volume I	0.5	3,319
57a	Medical Procedures Volume II	0.5	3,352
57b	Medical Procedures Volume III	0.5	3,344
17; 77	Mental Health Issues	3	1,036
11; 75	Overview of Criminal Justice System	1.5	1,167
7a	Prison Rape Elimination Act (PREA)	0.5	97
73	Prison Rape Elimination Act and Local Jails	2	125
42	Probation and Parole CPP Chapters 27 and 28	2.5	134
15	Report Writing	3	910
15a	Report Writing and Special Reports	3	150
50	Safe Operations of a 15 Passenger Van	0.5	492
54; 84	Safety Procedures	1	3,072
23; 90	Sentencing in Kentucky	1	173
6; 88	Sexual Harassment	1.5	1,254
55	Sexual Harassment (Including Sexual Abuse and Assault)	1	3,084
56	Standard Of Conduct/Ethics	1	3,096
18; 78	Suicide Awareness	2	1,060
52	Suicide Precautions	1.5	3,392
13; 89	The Manipulative Criminal Mind	1.5	937
10	Tool and Key Control	2	931
22; 58; 86	Use of Force	2	3,146
22a	Use of Force Probation and Parole	2	513

Personnel Status

The Division of Corrections Training has 24 authorized positions divided amongst the Directors Office; the Curriculum Program Office and the three Regional Training Centers. There were less frequent personnel turnovers during the year of 2007 than in the preceding three years. Within the Central Region Training Center, Heather Bunch left to serve as a CTO at Roederer Correctional Complex; she was replaced by Ms. Laura Reynolds. Ms. Reynolds is a seventeen year veteran Correctional Officer and came to CRTC from Luther Lockett Correctional Complex Captain's Office. Within the Eastern Region Training Center, Sonja Vest left the Department and was replaced by Ms. Diane Lambert as our newest training instructor. Diane is a nine year veteran Correctional Officer and Case Worker. She came to ERTC from the Eastern Kentucky Correctional Complex. Within the Western Region Training Center, Steve Woodward replaced Rebecca Hendon upon her retirement from the Department. Kurt Gardner returned to the Department after an extended tour of duty with the Kentucky Army National Guard.



Summary

In summary, during 2007, the DCT continued to improve its ability to efficiently deliver training to the corrections professionals within the Commonwealth on a regional basis and to effectively provide training to corrections professionals by use of both CBT and classroom instruction. The DCT looks forward to 2008. We will continue to pursue excellence in training and progress toward implementing new ideas, methods and tactics; in order to ensure that the Kentucky Department of Corrections, Division of Corrections Training is considered among the nation's best correctional training organizations.

